

## **5509 - POLICE FINANCIAL ASSISTANT**

### **NATURE OF WORK**

**This is responsible paraprofessional work assisting in the preparation of the Police Department budget and monitoring its fiscal process. An employee in this class is responsible for reviewing existing appropriations, revenue sources, and budgets for accuracy, appropriate usage, and recommendations.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Performs responsible staff work in budget preparation and review, involving personnel, economic considerations, cost analysis and review of budgetary procedures.**

**Reviews and appraises financial and operating controls within the Department.**

**Evaluates the reliability of accounting data provided for budgetary matters..**

**Assists in monitoring and compiling data for specialized reports.**

**Reviews budgetary procedures for accuracy, applicability, and administrative control.**

**Establishes and maintains records necessary for budgetary control purposes.**

**Makes recommendations concerning redistribution of funds based on past, current, or anticipated needs.**

**Prepares resolutions, commission memos, and affidavits to request budget approval for expenditures in special (e.g., Training, Confiscation, Special Revenue).**

**Interprets and implements City and Department purchasing rules and procedures; determines all standing order needs; and ensures completion of purchases and travel arrangements.**

**Performs related tasks as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Considerable knowledge of City purchasing and budget procedures.**

**Knowledge of generally accepted accounting principles and practices, including municipal accounting.**

**Knowledge of applicable Federal, State, and City laws and regulations relating to departmental expenditures and fiscal reporting.**

**Some knowledge of research techniques and availability of information related to budget analysis and preparation.**

**Some knowledge of financial analysis techniques and financial reporting.**

**Ability to carry out complex verbal and written instructions.**

**Ability to supervise and review the work of lower level accounting and clerical personnel.**

**Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the general public.**

**Ability to express ideas clearly and concisely, both verbally and in writing.**

**Ability to prepare required reports accurately, and in a timely manner.**

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### **MINIMUM REQUIREMENTS**

**Bachelor's degree from an accredited college or university in accounting, finance, or business plus one year of accounting, and/or financial experience. Experience can substitute for education on a year-for-year basis.**

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, or crawling. Some reaching, handling, sitting, standing, pushing, and pulling.**

### **SUPERVISION RECEIVED**

**General and specific assignments are received from and reviewed by a professional superior; work is performed with little direct supervision and with some latitude for use of independent judgment in the selection of work methods and procedures. Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives.**

### **SUPERVISION EXERCISED**

**May supervise and be held accountable for the work of clerical or technical personnel.**

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